DEPARTMENT OF THE ARMY



HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO ATTENTION OF

AFLG-PROM

28 October 1996

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FORSCOM NAF Contracting Information Letter (CIL) 97-1

1. References:

- a. Community and Family Support Center (CFSC) memorandum, dated 7 October 1996, subject: Update on Air Force Essential Products Program (EPP)-Army Mandatory Purchasing List (encl 1).
- b. Community and Family Support Center Basic Ordering Agreement (BOA) NAFBA1-96-G-0001 the NFL Sunday Ticket transmission (encl 2).
- c. Morale, Welfare, and Recreation (MWR) brochure entitled "How To Do Business With Army Nonappropriated Fund (NAF) Activities" (encl 3).
- 2. Enclosure one provides guidance on requesting waivers to purchase two of the three latest additions (microwave ovens and guest checks) to the EPP List. Waiver guidance is also provided for hospitality-related products. All requests for waivers shall be forwarded through this headquarters: HQ USA FORSCOM, Deputy Chief of Staff for Logistics and Readiness, ATTN: AFLG-PROM (Ms. Good Miller), 200 Hardee Avenue, Fort McPherson, GA 30330-6000. Requests may be mailed or faxed (DSN 367-6247; 404-669-6247).
- 3. Urgency of the requirements should be so stated in the forwarding memorandum. These will be endorsed and forwarded to CFSC within two working days.

AFLG-PROM

SUBJECT: FORSCOM NAF Contracting Information Letter (CIL) 97-1

4. POC for questions or comments is Ms. Brenda Good Miller, DSN 367-6224.

3 Encls

as

JOSEPH K. WÍLSON, JR.

Colonel, SF Chief, Contracting Division, DCSL&R Principal Assistant Responsible

for Contracting

DISTRIBUTION:

Commanders,

III Corps & Ft Hood, ATTN: AFZF-PA-ASD

XVIII Abn Corps & Ft Bragg, ATTN: AFZA-DCS-SP

I Corps & Ft Lewis, P.O. Box 33931, ATTN: AFZH-DOC-NAF

Ft Riley, ATTN: AFZN-DOC-NAF Ft Carson, ATTN: AFZC-PA-NP

TDWC c Et Dolle Amma, Amgy DA

JRTC & Ft Polk, ATTN: AFZX-PA-SP

3d Inf Div (Mech) & Ft Stewart, ATTN: AFZP-PAP

101st Abn Div (Aaslt) & Ft Campbell, ATTN: AFZB-PA-FS-CO

Ft Dix, ATTN: AFZT-CAF-SD

10th Mtn Div & Ft Drum, ATTN: AFZS-PA-FS

Ft McCoy, ATTN: AFRC-FM-PAS-C NTC & Ft Irwin, ATTN: AFZJ-PAR-N Ft McPherson, ATTN: AFZK-PA-FSP

Ft Hamilton, ATTN: AFZT-FHB

Ft Indiantown Gap, ATTN: AFZS-FIG-DOC-NAF

Ft Buchanan, ATTN: AFZK-B-PA-FM-C



DEPARTMENT OF THE ARMY U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER ALEXANDRIA, VA 22331-05

22331-0511

ATTS OF AN

CFSC-NCA

REPLY TO

7 October 1996

MEMORANDUM FOR ALL INSTALLATION NAF CONTRACTING OFFICES

SUBJECT: Update on Air Force Essential Products Program (EPP)—Army Mandatory Purchasing List

- 1. At their meeting in June, the Army NAF Purchasing Review Board (PRB) approved the addition of three new items from the Air Force EPP for mandatory purchase by installations worldwide. Activity managers and contracting offices are now required to fulfill their requirements for microwave ovens, guest checks and bingo supplies by purchasing them through the EPP, effective immediately.
- 2. Other products previously mandated are bowling rental shoes, house balls, and pins; golf rental clubs and range balls; and clock radios and ironing boards and covers. The new items increase the total on the mandatory purchasing list to 10. We forwarded product descriptions and specifications for the currently mandated items to you in June of last year. If you do not have current descriptive literature and prices, please contact the Air Force NAF Purchasing Office (AFNAFPO) directly. They can be reached at (CML) 210/657-5804 (DSN 487-5426/6931), or at their toll-free number, 800/722-3623.

3. Waivers

- a. Microwave Ovens. A number of you have inquired whether you are required to buy microwaves when your requirements are for microfridges, and to justify your needs by requesting a waiver to the purchasing policy. The answer is "no." Microwave ovens are different types of equipment from microfridges, and will not require waivers.
- b. Guest Checks. If your installation is currently acquiring guest checks without imprint and at no charge through a corporate public relations program or the like, you are not required to purchase the guest checks available under the EPP. However, if you decide to purchase and personalize guest checks for your installation, you are required to use the EPP source. In this case, a waiver would be required if another source were used.
- c. Request for waivers by Army Lodging (Temporary Duty Quarters and Guest Houses) and Armed Forces Recreation Centers (AFRCs) for hospitality-related products shall be by memorandum describing the need for the waiver, and signed by the activity manager. Requests for such waivers shall be addressed to:

CFSC-NCA

SUBJECT: Update on Air Force Essential Products Program (EPP)—Army Mandatory Purchasing List

U.S. Army Community & Family Support Center ATTN: CFSC-HD-O (Ms. Burk) 2760 Eisenhower Avenue, Suite 400 Alexandria, VA 22314

Only the Director of Hospitality (or his designee) may approve the request for waiver. A copy of the approval shall be attached to the purchase request (DA Form 4065) and forwarded to NAF Contracting for processing.

d. All requests for waivers for guest checks and sporting goods shall be signed by the activity manager and addressed to:

U.S. Army Community & Family Support Center ATTN: CFSC-BPC (Mr. Ambrose) 2631 Eisenhower Avenue, Room 1236 Alexandria, VA 22331-0508

The written approval shall be signed only by the Director of Business Programs (or his designee) and forwarded to NAF Contracting for processing.

- 4. We are continuing to search for innovative ways to save money. One of our goals is to serve Army installations by purchasing quality products at best value for the expense—to take Army's massive NAF purchasing power and give our customers the biggest bang for their bucks. Customer satisfaction, however, is paramount, and we trust that you will notify us when problems arise in delivery, quality of goods or services, and vendor customer service.
- 5. Let me hear from you by phone, fax or mail. If you have any questions, please contact me. I can be reached by phone at 703/325-8027 (DSN 221-), and my fax number is 703/325-1412 (DSN 221-).

SHARON SHEEHAN

Chief, Consolidated Contracts

Sharon Sheehan

NAF Contracting Directorate

DISTRIBUTION:

Commander in Chief U.S. Army Europe and Seventh Army, ATTN: AEAGA-GC (Ms. Varga) (CONT.)

CFSC-NCA

SUBJECT: Update on Air Force Essential Products Program (EPP)—Army Mandatory

Purchasing List

DISTRIBUTION: (Cont.)

Commander

U.S. Forces Command, ATTN: AFLG-PR (Ms. Good Miller)

U.S. Army Materiel Command, ATTN: AMCPE-FM (Mr. Cartis)

U.S. Army, Pacific, ATTN: APPE-CFA (Mr. Maher)

U.S. Army Training & Doctrine Command, ATTN: ATBO-FC (Mr. Sport)

U.S. Army Military District of Washington, ATTN: ANPE-BM (Mr. Petris)

Eighth U.S. Army, ATTN: ACofS, G-1, MWR Division (Mr. Ross)

U.S. Army Community & Family Support Center, ATTN: CFSC-HD-O (Ms. Burk)

Defense Logistics Agency, ATTN: CAAPQ (Mr. Carraciolo)

Pentagon Athletic Center, ATTN: General Manager (Mrs. Washburn)

CF:

CFSC-BPC (Mr. Ambrose)



BASIC ORDERING AGREEMENT NAFBA1-96-G-0001 NFL SUNDAY TICKET



SUMMARY SHEET

The U.S. Army Community and Family Support Center and NFL Enterprises, L.P., an affiliate of the National Football League (NFL), have established Basic Ordering Agreement (BOA) NAFBA1-96-G-0001 for DOD NAFIs to receive the NFL Sunday Ticket via Digital Satellite System (DSS) or C-band equipment for seventeen (17) weeks of NFL regular season games. The NFL Sunday Ticket transmission service is available only from the NFL. Although there are line items to purchase DSS and C-Band equipment in the BOA, this equipment is also available from sources other than the NFL, therefore price competition should be sought for these items. The NFL discount rates will only be applicable to DOD NAFI customers issuing a delivery order against this BOA. (Reference Section F-2.b.)

CONTRACTING OFFICER:

Mary M. Keeney

<u>CONTRACT SPECIALIST</u> (POINT OF CONTACT):

Joye Sims-Henry

Telephone: (703) 325-4961 DSN: 221-4961

FAX:

(703) 325-1412

ADMINISTRATION OF BOA:

U.S. Army Community and Family
Support Center (USACFSC)
Nonappropriated Fund (NAF)
Contracting Directorate
2760 Eisenhower Avenue, Suite 402
Alexandria, Virginia 22314

ORDERING PROCEDURE:

Each individual NAFI will be responsible for funding and placing individual delivery orders with the NFL. Army NAFIs shall complete Order for Supplies or Services (DA Form 4067-R, Feb 87) referencing BOA NAFBA1-96-G-0001 in block #1 of the form and specifying required line item(s) from the BOA in Block #17. All other services will use their applicable delivery order forms.

ORDERING ADDRESS:

NFL Enterprises, L.P. 410 Park Avenue, Dept. USA 9th Floor New York, New York 10022

Telephone: (212) 758-1500.

extension 183

FAX: (212) 872-7499 (block #7)

EFFECTIVE DATE OF SUBSCRIPTIONS:

Subscription orders placed pursuant to this BOA shall become effective upon receipt by the NFL. If the delivery order is mailed, date of receipt shall be determined to be five (5) days after the date of the signature by the Contracting Officer signing the delivery order on behalf of NAFIs placing the order. An order can be placed prior to or during the NFL regular season. NAFIs placing orders after the start of the NFL regular season shall be discounted pro rata in proportion to the number of games that shall already have been played at the time the subscription is purchased. Performance period for the NFL broadcast shall begin at the start of the NFL regular season for delivery orders placed prior to the start of the season. (Reference Section C-4.a.)

SATELLITE EQUIPMENT:

NAFIs currently not possessing satellite equipment may order equipment (satellite dish, decoder, associated equipment and installation) by placing an order for the equipment under this BOA or by purchasing it through other sources. NAFIs possessing Digital Satellite System (DSS) and/or C-Band equipment may continue to use their current equipment. (Reference Section C-4.b.)

PAYMENT TERMS:

The NFL shall submit an invoice to you for payment. Payment of 50 percent (50%) is required prior to receipt of the initial service at the beginning of the NFL season. Final payment of the remaining 50 percent (50%) is payable at the end of the NFL season. NAFIs placing orders after the start of the NFL regular season shall be discounted pro rata in proportion to the number of games that shall already have been

played at the time the subscription is purchased. Equipment and installation payment shall be made after acceptance of delivery and within 30 days from receipt of a proper invoice. (Reference Section G-5)

WARRANTIES:

Standard commercial warranties apply.

EQUIPMENT INSTALLATION:

Installation of equipment (DSS and/or C-Band) shall occur within 30 days of the Contractor's receipt of the order. (Reference Section C-4.b.)

DPW COORDINATION REQUIREMENT:

Each individual NAFI will appoint an internal point of contact for their operations and be responsible for coordinating the installation of equipment with their internal Department of Public Works before installing equipment. (Reference Section F-2.c.)

DISPUTES:

Any disputes on delivery orders should first be handled by installation Contracting Officer. If the dispute is not resolved, then contact the CFSC NAF Contracting Officer for information/guidance. (Reference contract clause I-24)

DISCOUNT RATE:

A discount rate of 25 percent (25%) will be applicable to orders under this BOA when more than 150 NAFI customers place orders. The first 149 NAFIs placing orders, at the 20 percent (20%) discount, will also receive the additional 5 percent (5%) discount. The additional 5 percent (5%) discount will be reflected on the final invoice. (Reference Section C-7.c.)

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FOB Destination

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SOLICITATION NO.

For use of this form, see AR 215-4; the proponent agency is ODCSPER

SCHEDULE (Nonappropriated Funds)

1. A DESCRIPTION OF THE GOODS AND/OR SERVICES TO BE FURNISHED, THE SPECIFICATIONS, THE DISCOUNTS, THE TIME AND THE PLACE OF DELIVERY, AND ANY OTHER TERMS AND CONDITIONS APPLICABLE TO THE PROPOSAL, ARE SET FORTH BELOW OR ATTACHED HERETO.

2. ITEM NO.	DESCRIPTION OF ITEM/SERVICE	QUANTITY		UNIT PRICE	ITEM PRICE
a	b	С	d	е	f
	THE CONTRACTOR SHALL PROVIDE NFL				
	SUNDAY TICKET VIA SATELLITE FOR				
	SEVENTEEN WEEKS OF NFL REGULAR				
	SEASON GAMES FOR DEPARTMENT OF				
	DEFENSE (DOD) NONAPPROPRIATED FUND	'			
	INSTRUMENTALITIES (NAFI).				l
	Period of service 1996 NFL regular				
	season games.				
001	Saventeen weeks of NFL Sunday Ticket via	1	EA		
701	satellite transmission per the terms and	1	12.1		
	conditions contained herein (Reference				
				f	
	Section C-3 and Attachment J-1).		1		
	Rates set forth in this BOA are				
	discounted rates off of the NFL				
	commercial rate.				
		Ì			
	A copy of the NAFI's current occupancy		1		i ļ
	certificate for exhibition space must				
	accompany the delivery order.			n:	
	(Reference Attachment J-2, Paragraph 5.a.)	'		Discount rate of 20%	Discount rate of 25%
	OCCUPANCY				
	000-50			\$359.00	\$337.
	051-100			\$639.00	P .
	101-200		İ	\$1,199.00	
	201-500			\$1,599.00	!
	501-750			\$2,159.00	1
	751–1000			\$2,799.00	
	1001-1500		Ì	\$3,999.00	\$3,749.
	1501-2000			\$5,359.00	\$5,024.
	2001-5000			\$10,399.00	\$9,749.
	5001-10000			\$19,999.00	
	10001+			\$23,999.00	
	The discount rate of 25 percent will be				
	applicable when more than 150 NAFI				
	customers place orders. (Reference				
	Section C-7c)				
	Section C-70)				
	This contract may be renewed for two (2)				
	one year options and four (4) two year				
	(continued)				
	TAME OF OFFEROR		1		

3. NAME OF OFFEROR

For use of this form, see AR 215-4; the proponent agency is ODCSPER

SOLICITATION NO.

A DESCRIPTION OF THE GOODS AND/OR SERVICES TO BE FURNISHED, THE SPECIFICATIONS, THE DISCOUNTS, THE TIME AND THE PLACE OF DELIVERY, AND ANY OTHER TERMS AND CONDITIONS APPLICABLE TO THE PROPOSAL, ARE SET FORTH BELOW OR ATTACHED HERETO.

2. ITEM NO. a		QUANTITY	d	UNIT PRICE e	ITEM PRICE f
	years for the BOA at the option of the Contracting Officer as set forth in Section F-4, with pricing to be determined as set forth in clause C-7.				
002	Digital Satellite Systems (DSS), RCA Model DS3330RA with output LNB, 18" dish and no expansion capability. (Reference Section C-3 and Attachment J-1)	1	EA	\$469.00	\$469.00
003	Digital Satellite Systems (DSS), RCA Model DS4430RA with output LNB, 18" dish and expansion capability. (Reference Section C-3 and Attachment J-1)	1	EA	\$569.00	\$569.00
004	Two (2) Receiver DSS System - Includes two (2) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$1088.00	\$1088.0
0005	Three (3) Receiver DSS System - Includes three (3) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$1527.00	\$1527.0
0006	Four (4) Receiver DSS System - Includes (4) receivers operating from one dish with appropriate switching devices. (continued)	1	EA	\$1966.00	\$1966.0

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2. ITEM NO. a	DESCRIPTION OF ITEM/SERVICE b	QUANTITY	d	UNIT PRICE e	ITEM PRICE
	(Reference Section C-3 and Attachment J-1)				
0007	Five (5) Receiver DSS System - Includes five (5) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$2505.00	\$2505.00
0008	Six (6) Receiver DSS System - Includes six (6) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$2944.00	\$2944.00
0009	Seven (7) Receiver DSS System -Includes seven (7) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$3383.00	\$3383.00
00010	Eight (8) Receiver DSS System - Includes eight (8) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$3822.00	\$3822.0
00011	Nine (9) Receiver DSS System - Includes nine (9) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and (continued)	1	EA	\$4365.00	\$4365.0

SOLICITATION NO.

SCHEDULE (Nonappropriated Funds)

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2. ITEM NO. a	DESCRIPTION OF ITEM/SERVICE	QUANTITY	d	UNIT PRICE	ITEM PRICE
	Attachment J-1)				
2	Basic DSS System Installation. (Reference Section C-3 and Attachment J-1)	1	EA	\$199.00	\$199.0
	I .				
A	DSS System Multiple Receiver Installation. Price per additional receiver. (Reference Attachment J-1)	1	EA	\$50.00	\$50.0
	Freight	1	EA	\$20.00	\$20.0
	\$20.00 per system. (Reference Attachment J-1)				
3A	Freight	1	EA	\$10.00	\$10.0
	\$10.00 per each additional receiver. (Reference Attachment J-1)				
14	C-Band Satellite Services, Uniden Ultra C-Band Receiver, General Instrument VCRS Descrambling Module, Chaparral 25K Pwerpak LNB & Feed, Probrand 18" Superjack Actuator Arm, Unimesh Ultimax 7.6' Dish (Grey in color). (Reference Section C-3 and Attachment J-1)	1	EA	\$795.00	\$795.
7	(continued) AME OF OFFEROR				

MEL ENTERPRISES, L.P.

CONTRACT MAD BOTO ODGOLETTE

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SOLICITATION NO.

1. A DESCRIPTION OF THE GOODS AND/OR SERVICES TO BE FURNISHED, THE SPECIFICATIONS, THE DISCOUNTS, THE TIME AND THE PLACE OF DELIVERY, AND ANY OTHER TERMS AND CONDITIONS APPLICABLE TO THE PROPOSAL, ARE SET FORTH BELOW OR ATTACHED HERETO.

2. ITEM DESCRIPTION OF ITEM/SERVICE b	QUANTIT	d d	UNIT PRICE e	ITEM PRICE f
Two (2) Receiver C-Band System - Includes two (2) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$1541.00	\$1541.0
Three (3) Receiver C-Band System - Licludes three (3) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	ı	EA	\$2143.00	\$2143.0
Four (4) Receiver C-Band System - Includes four (4) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$2737.00	\$2737.0
Five (5) Receiver C-Band System - Includes five (5) receivers operating from one dish with appropriate switching devices (Reference Section C-3 and Attachment J-1)		EA	\$3399.00	\$3399.0
Six (6) Receiver C-Band System - Include six (6) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$4045.00	\$4045.0
(continued)	1			

SOLICITATION NO.

SCHEDULE (Nonappropriated Funds)

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2. ITEM NO.	DESCRIPTION OF ITEM/SERVICE	QUANTITY	d	UNIT PRICE e	ITEM PRICE
20	Seven (7) Receiver C-Band System - Includes seven (7) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$4639.00	\$4639.00
21	Eight (8) Receiver C-Band System - Includes eight (8) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$5209.00	\$5209.00
122	Nine (9) Receiver C-Band System - Includes nine (9) receivers operating from one dish with appropriate switching devices. (Reference Section C-3 and Attachment J-1)	1	EA	\$5855.00	\$5855.0
023	Basic C-Band System Installation. (Reference Section C-3 and Attachment J-1)	1	EA	\$275.00	\$275.0
23A	C-Band System Multiple Receiver Installation. Price per additional receiver. (Reference Attachment J-1)	1	EA	\$110.00	\$110.0
024	Freight \$75.00 per system. (Reference Attachment J-1)	1	EA	\$75.00	\$75.0

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SOLICITATION NO.

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2. ITEM NO. a	DESCRIPTION OF ITEM/SERVICE b	QUANTITY	UNIT	UNIT PRICE e	ITEM PRICE
A	Freight	1	EA	\$10.00	\$10.
	\$10 Per each additional receiver.				
	(Reference Attachment J-1)				

3. NAME OF OFFEROR